

# OFFICIAL GAZETTE

## GOVERNMENT OF GOA

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Department of Urban Development

#### Notification

3-12-82-LAWD (Part)

In exercise of the powers conferred by Sub-Section (1) of section 308 of the Goa, Daman and Diu Municipalities Act, 1968 (Act 7 of 1969), the Government of Goa, hereby makes the following model bye-laws and Regulations in respect of Building Bye Laws and Regulations for information and guidance of all the Municipal Councils. These Bye-laws shall supersede the Goa, Daman and Diu Interim Building Bye-Laws and Zoning Regulations, 1965 published in Government Gazette Series I, No. 4 dated 22-4-1965 which have since been adopted by many of the Municipalities.

1. **Short title.** — (1) These Bye-Laws and Regulations shall be called Municipal Council Building Bye-Laws and Regulations, 1987.

#### BUILDING BYE-LAWS

2. **Definitions.** — In these Bye-Laws unless the context otherwise requires, —

(1) 'Act' means the Goa Municipalities Act, 1968 (Act No. 7 of 1969).

(2) 'access' means a space for admitting approach to a building or to a road;

(3) 'alteration' means a change from one occupancy to another or a structural change such as an addition to the area or height or removal of part of a building or any change to the structure such as the construction of, cutting into or removal of any change to the structure such as the construction of, cutting into or removal of any wall, partition, column, beam, hoist, floors or other support, or a change to or closing of a required means of ingress or egress or a change to the fixtures or equipment;

(4) 'Architect' means any person registered by the Architects Registration Act, 1972 or who is qualified to be registered under that Act and registered with the Council;

(5) 'attic storey or attic floor' means a floor immediately above topmost storey of a building formed under the sloping roof and having its floor level at or above the point of intersection

of the sloping roof and internal wall, and the floor area of which is not exceeding 50% of the area of the room in which it is formed. Total floor area of the attic storey should not exceed 50% of the area of the topmost storey of the building.

(6) 'balcony' means a horizontal projection, including a hand rail or balustrade, to serve as passage or sitting out place open atleast on two sides;

*Note:* A balcony projecting beyond 1.5 metres and extending over 50% of the height of the perimeter of the building in any floor will be considered for the purpose of calculating of FAR, coverage and set-back.

(7) 'basement' or 'Cellar' means the lower storey of the building having atleast 1.5 metres of its total height below adjoining ground level of the plot and not more than 0.50 or 0.90 metres above ground level.

(8) 'building' includes a house, out-house, stable, shed, hut and other enclosure or structure whether of masonry, bricks, wood, mud, metal or any other material whatsoever, whether used as a human dwelling or otherwise and also includes verandahs, fixed platforms, plinths, door steps, walls (including compound walls) and fencing petrol filling stations and the like.

(9) 'building height' means the vertical distance measured from 60 cms. below the plinth level to;

(a) the highest point along that side of the building in case of flat roof and;

(b) up to the point where the external surface of the outer wall intersects the finished surface of the sloping roof in the case of sloping roof with gable walls and pitched roofs.

*Note:* — Architectural features serving no other functions except that of decoration including parapet not exceeding 1.3 metres above the terrace floor shall be excluded for the purpose of taking heights; water tanks and other supporting equipment for ventilation, air condition and similar services, lift rooms, roof structures like staircase shall also be excluded.

(10) 'building line' means the line upto which the plinth of the building adjoining a street or an extension of a street or any future street may lawfully extend. It includes the lines prescribed, if any scheme;

(11) 'built up area' means and includes an area which is built up on whether below or above ground level and shall include main structure with cellars, out-houses, garages, servant quarters, privies, bath rooms, ramps or stairways leading to cellars or upper floors, water purification plants, humidification ducts, smoke chimneys, reservoirs, swimming pools, but shall not include any area covered by balconies not projecting more than 1.2 metre, steps, septic tanks, soak pits, manholes, fountains, covered water tanks for domestic use only constructed below the level of ground, swing frames, compound walls and gates;

(12) 'ceiling height of' means the vertical distance between the floors and the underside of the slab;

(13) 'Chief Officer' means the person appointed or deemed to be appointed under the Act to be the Chief Officer of the Municipal area;

(14) 'Chief Town Planner' means a person appointed by the Government under the Goa, Daman and Diu Town and Country Planning Act, 1974 (Act No. 21 of 1975) to be the Chief Town Planner.

(15) 'chajja' means a sloping or horizontal structural overhanging provided over an opening on external walls to provide protection from sun and rain;

(16) 'cinema' means an auditorium where performance is essentially given by projection on screen with or without the accompaniment of sound;

(17) 'civil engineer' means a person who holds a degree in civil engineering recognised by the All India Board of Technical Education or a diploma in civil engineering recognised by State Board of Technical Education of any State/Union Territory in India. In case of persons having diploma in civil engineering they should have atleast 5 years professional experience. They should be registered with the Council.

(18) 'clean industry' means any industry which does not throw out any smoke, noise, glare, offensive odour or harmful industrial waste and not employing more than 20 persons without power and ten persons with power;

(19) 'commercial building' means a building of which the whole or a substantial part not less than 2/3 of whole or entire floor area is used or intended to be used for business purposes;

(20) 'council' means the Municipal Council constituted or deemed to be constituted under the Act for a Municipal Area;

(21) 'covered area' means the area covered immediately above the plinth area but does not include the area covered by, —

(a) garden, rockery, wall structures, plants, nursery, water pool, swimming pool, platform or floor around the tree, tank, fountain bench and the like,

(b) drainage, culvert, catchpit, gutter and the like and,

(c) compound wall, gate, unstoreyed porch and portico, side areas covered by chajja and the like,

(d) Any projection from building line less than 1.20 metre in height.

(22) 'customary home occupation' means occupation conducted mainly by persons residing in the dwelling; the area for such use should not exceed 25% of the total floor area of the dwelling without any public display of goods;

(23) 'drain' includes a sewer, tunnel, pipe, ditch, gutter or channel and any cistern, flush-tank, septic tank or other device for carrying sewage, offensive matter sullage, waste water rain water, or any culvert, ventilation shaft or pipe or fitting connected therewith or any ejectors, compressed air mains, sealed sewage mains and special machinery for collecting, raising or expelling sewage or offensive matter from any place;

(24) 'Dwelling' means a building or a portion thereof which is designed or used wholly or principally for residential purpose;

(25) 'external air or open air space' means space open to sky.

(26) 'external wall of a building' means an outer wall of a building not being a partition wall, even though adjoining a wall of another building and also means a wall abutting an interior open space of any building.

(27) 'family' means a group of individuals normally related in blood or connected by marriage living together as single units and having common kitchen arrangements;

(28) 'fire resisting materials' means and includes those materials serving appropriate 'Fire Resistance Rating' as approved by the Council for specific use based on the relevant provisions of National Building Code of India and relevant I.S.I. Codes and standards.

(29) 'floor' means, same thing as a storey, except that ground floor, means 'first storey', first floor means, second storey, second floor means third storey and so on;

(30) 'Floor Area Ratio' means the quotient obtained by dividing the multiple of the combined gross floor area of all floors including the area of all walls as well as of mazzanine floors of a building and 100 by the area of the plot,

i. e. F. A. R. =

$$\frac{\text{Total Floor Area} \times 100}{\text{Area of the plot}}$$

Provided that the following shall not be counted towards computation of the gross floor area.

(i) A basement or a cellar and area under the building constructed on stilts used as parking space provided there are no side walls on three or more sides of such a space;

(ii) A basement or a cellar constructed upto maximum depth of 3.5 metres from ground level;

(a) used for air-conditioning plant room, safe deposit vault of a bank or parking space of a theatre, or a cinema or a hotel;

(b) constructed below low rise residential buildings to be used as domestic storage space and not to be rented out as an independent building for any purpose;

(iii) A Balcony projecting for not more than 1.50 metres from the external wall provided the total length of such balcony shall not exceed half of the perimeter of the building on each floor.

*Note:* If the depth of a basement is more than 3.5 metres from the adjoining ground level or if more than one floor below ground floor is constructed as basement, it shall be considered in computing the gross floor area. All other areas specifically exempted from computation of the floor area under these Bye-Laws shall not be counted towards counting the gross floor area.

(31) 'foundation' means that part of a structure which is below the lower most floor including footing and which provides support to the super structure;

(32) 'front' as applied to the building, means that portion facing the access to the building, as applied to a plot, means that portion facing the street. In case of a plot abutting two or more streets, portion facing the widest of all the streets shall be considered as front;

(33) 'garage' means a building or portion thereof used or intended to be used for the shelter of a vehicle;

(34) 'group housing' means more than one building consisting of dwelling units on a single plot;

(35) 'habitable room' means a room occupied or designed for occupancy by one or more persons for study, living, sleeping, eating but not including kitchen, bath room, water closet compartments, laundry, serving and storage pantry corridor, cellar, article and space that is not used frequently or during extended periods.

(36) 'high rise building' means a building having more than three floors excluding the ground floor,

(37) 'Industrial building' means a building wholly or principally used as factory, warehouse, brewery, distillery, iron foundry or for any similar purpose;

(38) 'Institutional Building' means a building which is used or intended to be used primarily for educational, cultural, scientific or research activities;

(39) 'internal courtyard' means a space open to sky enclosed or partially enclosed by building, boundary wall or walls starting at the ground floor level within or adjacent to a building;

(40) 'level of ground' means the mean level of the ground as determined by the Council;

(41) 'light industry' is an industry which does not throw out excessive smoke, noise, offensive odour or harmful industrial waste;

(42) 'loft' means an intermediate floor between two floors with a maximum height of 1.20 metres and which is constructed or adopted for the storage purpose only;

(43) 'low rise building' means a building having not more than 3 floors except a genuine stair cabin above 3 floors excluding the ground floor;

(44) 'mazzanine floor' means an intermediate floor between 2 floors not less than 2.20 metres in height from the lower level of the floor and 2.20 metres in height from the intermediate level to the ceiling of a room or hall and with not more than 1/3 of the floor area of the room in which it is contained;

(45) 'Municipal Engineer' means the engineer appointed under section 72 of the Act.

(46) 'Municipal Area' means any local area as declared or deemed to be declared as Municipal area by or under the Act.

(47) 'Notification' means a notification published in the Official Gazette.

(48) 'obnoxious and hazardous industry' means an industry which creates nuisance to the surrounding development in the form of smell, smoke, gas, dust, air pollution and other unhygienic conditions;

(49) 'open air space' or 'external air' means an area forming an integral part of the plot left open to the sky.

(50) 'Owner' means,

a) when used with reference to any premises, the person who receives the rent of the said premises or who would be entitled to receive the rent thereof if the premises let, and includes —

i) an agent or trustee who receive such rent on account of the owner;

ii) an agent or trustee who receives the rent of, or is entrusted with or concerned for, any premises devoted to any religious or charitable purposes;

iii) a receiver, administrator, or manager appointed by any Court of competent jurisdiction to have the charge of, or to exercise the rights of an owner of such premises; and

iv) a mortgagee in possession; and

b) when used with reference to animal, vehicle or boat, includes the person for the time being in charge of the animal vehicle or boat;

(51) 'Parapet' means a low wall or a railing built along the edge of a roof or a floor;

(52) 'Parking Space' means an area enclosed or unenclosed to park vehicles together with a drive way connecting the parking space with a street or alley and permitting ingress and egress of the vehicles, as set out in the Bye-laws;

(53) 'petrol pump' means a place of retail business engaged only in the supply and dispensing of motor fuel and motor oil essential for the normal operation of automobiles and the sale and service of tyres, batteries and other automobile accessories

and replacement items, and washing and lubrication, but does not include body or fender work painting and other major repairs and overhauling;

(54) 'plinth' means, the portion of a structure between the surface of the surrounding ground and the surface of the floor immediately above the ground;

(55) 'plot' means the continuous portion of the land held in one ownership and an effective plot area/boundary means the area/boundary derived after reserving the space for the purpose of right of way of the road abutting the plot.

(56) 'plot coverage' means the percentage obtained by dividing built up area by effective plot area

$$\times 100 \text{ i. e. Coverage} =$$

Built up area = 100

Effective plot area.

(57) 'public utility building' means the building used or intended to be used either ordinarily or occasionally as a church, chapel, temple, mosque or any other place of worship, college, school, cinema, public hall, public bath, hospital, hotels restaurants, or lecture rooms or any other place of public assembly;

(58) 'rear' means as applied to a plot or building means that portion which is on the opposite side of the front;

(59) 'repairs' means and includes. —

(a) patch repairs and plaster of or plastering and patch repairs of structural and non structural members;

(b) re-roofing or renewal of roofs without changing the specification of the existing materials;

(c) flooring and re-flooring without changing the specification of the existing materials.

*Note:*—repairs should not be violative of coverage, right of way, set backs, floor area ratio and height of building as prescribed under these bye-laws.

(60) 'residential building' means the building used or constructed or adopted to be used wholly or principally for human habitation and may include garage, and other out-houses apartments thereto;

(61) 'rules' means rule made by the Government under the Act;

(62) 'Scheme' means any scheme approved by the Government for any improvement or new development etc.

(63) 'section' means a section of the Act;

(64) 'service industry' means an industry or establishment wherein the work done or the machinery installed is such as would render service to the local residents and would satisfy their day to day residential needs which does not create any nuisance to the surrounding development in terms of noise, dust and air and water pollution;

(65) 'stair case' means a room accommodating the stairs for the purpose of providing protection from weather and not used for human habitation;

(66) 'storey' means the portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is any floor above it, then the space between any floor and the ceiling next above it;

(67) 'structure' means that which is built or constructed and edifice or building of any kind or any piece of work artificially built up or composed of parts joined together in some definite manner;

(68) 'temporary construction' means a construction for temporary uses other than in R.C.C., steel or masonry in lime or cement mortar with a regular foundation in the soil;

(69) 'verandah' means any covered area to serve as a passage or sitting out place having at least one side open and having a railing at that side;

(70) 'water closet' means the closet which is a separate fixed receptacle connected to a drainage system and separate provision for flushing from a supply of clean water either by operation of mechanism or by automatic action;

(71) 'water connection' includes —

(a) any tank, cistern, hydrant, stand pipe, meter or tap situated on private property connected with water main or pipe belonging to the concerned authority, and

(b) the water pipe connecting stand pipe, cistern, hydrant stand pipe meter or tap with such water main or pipe.

(72) 'Zoning Map', means the map indicating different use zones and right of way of roads prepared by the Government for the Municipal area.

(73) 'words and expression' used but not defined in these Bye-Laws shall have the same meaning as are respectively assigned to them in the Act.

**3. Building Operation / Construction to be in conformity with the Bye-laws.**— All building works of construction or reconstruction, alteration, repairs or demolition shall conform to the Building Bye-laws.

No building operation of any kind shall be exempted from operation of the Building Bye-laws.

**4. Compliance of formalities under Bye-laws.**— No works of construction or reconstruction, alteration, repairs or demolition of any building including any structure erected thereon shall be executed within the Municipal area, without obtaining previous permission in writing of the Council and without compliance of the formalities prescribed under the Bye-laws;

**5. Procedure for securing Building permission and Grant of building permit.**— (a) No building operation shall be carried out within the jurisdiction of the Municipal Council without obtaining prior permission for the same in writing from the Council;

(b) any person intending to carry out any building operation under the provisions of sub-clause (a) shall apply in writing to the Council in prescribed form (see Schedule I) enclosing necessary documents



as prescribed in the Bye-laws for the grant of permission;

(c) every such person shall be required to furnish any plan or other document as prescribed in these Bye-laws in triplicate;

(d) on receipt of such applications the Council shall grant permission in the form (see Schedule II) if the Council is satisfied after making such scrutiny and or site inspection as deemed to be necessary, that the proposed building operation is in conformity the provisions of the Bye-laws.

(e) it shall be necessary for every person whose plans have been approved or otherwise, to submit amended plans for any deviations that he proposes to make during the construction of his building work and the procedure laid down for plans and/or other documents here-to-fore shall apply to all such amended plans;

(f) the decision of the Council in pursuance of the application referred to in Bye-laws 5(d) shall be communicated to the person or to his legally authorised agent in writing in the form (see Schedule II) for Building Permission or in the Form (See Schedule III), for refusal of sanction as the case may be within the period of 60 days and one set of the documents such as plans, etc. duly endorsed shall be returned to him or his authorised agent.

**6. Standard Notations / Colours to be used for plans.**—Every plan or amended plan mentioned shall be coloured with fixed colours as follows:

- (a) *Site Plan*: Proposed work and plot boundary in red, existing work in black, grey or natural tint, open space in green, set backs un-coloured, work to be removed in brown;
- (b) *Plans and Sections*: Proposed work in white line on blue ferroprints and in blue line or white colour prints, i. e. natural tint;
- (c) *Deviations*: In red if on blue or white prints. Works previously approved in yellow.
- (d) *Completion Plans*: Site Plans, and sections to be coloured as above.
- (e) *Drainage*: The drainage works and drainage works and drainage lines shall be shown in yellow lines together with locations or IC-Chamber, sewer tap chambers, etc. with connection to the street sewer or septic tank with soak pit as the case may be and all water supply lines in yellow dotted.

**7. Site Plan.**—The site plan shall be drawn to a scale of 1:500 or larger and shall show:

- (a) boundaries of the site with dimensions of all sides and its area;
- (b) the direction of the North point relative to the plan of the building;
- (c) all existing buildings or structure on, over or under the site or projecting beyond it;
- (d) the name of the street (if any) on which the building is proposed to be situated or location and name of the nearest street, or prominent building;
- (e) the position and width of the access from the street nearest to the building;

(f) the width of the street abutting to the plot and street from which access is obtained;

(g) the dimensions of front, rear and side set backs and also of the space to be left about the building to secure the free circulation of air and admission of light;

(h) the clear indication of plot coverage, the floor area ratio and of the 'USE' Zone;

(i) if the plot is affected by any traditional foot access that should also be indicated in the plan;

(j) the sewage and waste disposal system and the rain water surface drainage system;

(k) the location plan incorporating any junction of the nearest roads and also any land marks available within 200 metres from the site.

(Note:— (i) The site plan shall be accompanied by the contour map of the site whenever the site has varying reduced levels or a gradient of more than 1:10; (ii) For plots having a length/breadth of more than 500 metres the site plan be drawn to a scale of 1:1000 or larger.

**8. Building Plan (Drawings) and other Documents.**—The Plans, sections and elevations of the building or buildings accompanying the applications shall be accurately drawn to a scale of 1:100 or larger. The following drawings and documents are necessary:

(a) Plan of all floors including basement, terraces and accessory buildings indicating clearly;

(i) the north point, the percentage of built up area and floor area, the sizes of rooms, walls and other supporting members and partitions, staircases and passages;

(ii) exact location of services, fittings such as water closets, sinks and baths;

(iii) roof/terrace plan indicating the drainage and the slope of the roof;

(iv) the dimensions of portions projecting beyond the building face;

(v) Sufficient sectional drawings subject to minimum of two drawings to indicate the sections and showing clearly the materials used, sizes of floorings, thickness of basement walls, superstructure walls, roof and floor slabs, sizes and spacing of framing members and the ceiling and parapet heights. The section should indicate the drainage and slope of the roofs and atleast one section should be taken through the the staircase;

(c) All street elevations, side and rear elevations;

(d) Certificate of ownership of land in which construction is proposed;

(e) Design and drawings of the earth pressure retaining walls which are necessary in order to secure natural line of repose of the soil in consistence of the note (i) of Bye-Law 7;

(f) Plans of private water supply and waste water disposal system.

(g) Design and drawings of reinforced cement concrete or structural steel work of other structural work and materials as per the standard code of practice prescribed in the I. S. I. Code.

*Note:* The structural designs and drawings need not be submitted alongwith the application for Building permission under Bye-law 5(b) and (c) but may be submitted at later date as prescribed before the commencement of reinforced cement concrete or structural steel work;

(h) Copy of the Development Permission alongwith approved set of drawings and other documents obtained under provisions of section 44 of the Goa, Daman and Diu Town and Country Planning Act, 1974 (Act No. 21 of 1975) for planning areas from the planning and Development Authority, where the Municipal area falls under their jurisdiction and No Objection Certificate from planning point of view from Chief Town Planner for other Municipal Areas.

**9. Signing the Plans and Drawings.**— (a) All the plans and statements alongwith the application shall be duly signed by;

(i) the owner; and

(ii) the Architect with his name, address and registration number;

(b) All R. C. C. Structural designs and drawings for the plans including calculations if any, shall be duly signed by the Civil Engineer.

**10. Registration of Architect Engineer.**— (a) The Council shall register the Architects/Civil Engineers with prescribed qualifications by following procedure;

(i) The application for registration should be duly filled in prescribed form (see Schedule VIII) and submitted to the Council alongwith supporting documents;

(ii) The prescribed fees for registration of Rs. 100/- i.e. not refundable and paid in advance shall be paid to the Council.

(iii) Registration shall be valid for one year and renewable.

(b) *Responsibilities of registered architect.*— It shall be the duty of the architect:

(i) to see that the existing position of site is correctly represented on the plan;

(ii) to see that the plans are prepared in accordance with the requirements prescribed under these Bye-laws and Regulations and as directed by the Council;

(iii) to see that the development is executed in accordance with the approved plans and to bring to the notice of the Council deviations if any from the approved plans and layouts made by the owner which may not be in conformity with the zoning plan or these regulations.

(iv) to see that adequate provision is made for the safety of workers and others during execution, construction, erection and other works.

(c) *Responsibilities of Engineer.*— It should be the sole responsibility of the Civil Engineer to see to the Structural stability and safety of the building designed by him.

(d) *Cancellation of Registration.*— The registration shall be liable to be cancelled temporarily or permanently by the Council if the Architect/Engineer is found guilty of negligence or default in discharging his responsibilities and duties or of any breach of any of these regulations, the rules and the registration fees shall be forfeited. Apart from this, any penal action as per law, in force may also be taken by the Council against such defaulter.

**11. Conditions to be observed by the Building Permit Holders.**— (i) As work progresses under the Building Permit, the holder thereof shall cause the Council to be notified at the following stages of the construction:—

(a) Upon commencement of the work:— The alignment of the buildings shall be given by the Council within 15 days following the receipt of the application as set forth in Schedule (V) after which period the owner shall be free to start the construction according to the sanctioned plan.

(b) Upon completion of the footing; and

(c) Upon completion and before occupation.

(ii) Reinforced cement concrete or structural steel work shall not be started unless structural designs and drawings are approved by the Council.

*Note:* (i) Civil Engineer shall bear full responsibility for the structural safety and stability as related to the approved structural design; and

(ii) Reinforced cement concrete, and structural steel works and other structural materials approved by the Council shall be based I.S.I. code of practice/and be subject to unconditional responsibility of the Civil Engineer;

**12. Completion Certificate.**— The Form of Notice of completion of erection of the building or the execution of any work for which Building Permit is granted shall be in Form as set forth in Schedule (VI) accompanied by the completion plan and shall be signed by both, the owner and the architect in case there are deviations.

**13. Occupancy Certificate.**— No building hereafter erected, re-erected or altered materially shall be occupied in whole or in part until the issue of an Occupancy Certificate by the Council after making such scrutiny, site inspection and affirming that such a building conforms in all respects to the requirements of these Bye-Laws and as per the approved plan and conditions laid by the Council as set forth in Schedule VII.

**14. Means of Access to Building.**— (a) Every person who erects a building shall provide as means of access to such building a clear pathway from

street to the door of such building with minimum width as given below:

*In Residential Buildings.*

- (i) 1.70 metres wide provided its length is not more than 300 metres and or the floor area of the building served is more than 150.00 sq. metres but does not exceed 800.00 sq. mts.
- (ii) 3.00 metres wide if its length is more than 9.00 metres and or the area of the building served exceed 800.00 sq. metres.
- (iii) 2.00 metres wide if its length is more than 300 metres but does not exceed 9.00 metres and/or the floor area of the building served is more than 150.00 sq. metres does not exceed 800.00 sq. mts.

*In other buildings:*

- (a) 4.00 metres wide if the area of the Building served does not exceed 1000.00 sq. mts. and 6.00 metres wide if the area of the building served exceeds 1000.00 sq. metres.
- (b) It shall be indicated upon the site plan required to be submitted under Bye-laws 5(b) and (c) the whole area of such pathway by distinguished colours and descriptions.
- (c) Such pathway shall also be kept open to sky and no projection or overhang shall be permitted over it except a canopy or a balcony or a weatherboard or a chajja erected atleast 2.50 metres above the ground level.
- (d) Steps, ottas or any raised platforms shall not be permitted in such pathway.
- (e) Every such pathway shall be paved, drained and lighted to the satisfaction of the Council.
- (f) A person who undertake construction work or a building shall not reduce the width of such pathway to building previously existing below the minimum requirements prescribed under these Bye-laws.
- (g) No building shall be erected so as to deprive any other building or means of access as provided under these Bye-laws.
- (h) The means of access under these Bye-laws shall not be deemed to be suitable and sufficient unless it is approved by the Council as in case of sloping access, the steps may be permitted.

**15. Minimum Ceiling Height of Rooms.** — Every habitable room in any building shall be in every part atleast 2.80 metres in height from the floor to the finished underside of roof slap or ceiling provided that in the case of sloped roof the height at any point shall not be less than 2.50 metres.

**16. Minimum size of Habitable Rooms.** — No habitable room shall have a floor area of less than 10.00 sq. metres except in the case of hostels attached to the recognised educational/cultural/sports institutions/Associations for which the minimum area of a habitable room may be 8.00 sq. mts. the minimum width of a habitable room shall be 2.50 sq. mts.

Further 25% of the area of the room may be 2.20 metres wide if any one wall forming this portion opens directly to external air through an opening formed in that wall. The relaxation in minimum size of habitable rooms to 8.00 sq. mts. may also be permitted by the Council in case of housing projects for economically weaker section category undertaken by the Government, Semi Government, Public/Local Authorities.

All other rooms which are not mentioned in these Bye-laws shall also be of sizes prescribed in this bye-laws and shall have light and ventilation as per the habitable room. For a store room the maximum size can be 5.00 sq. metres and minimum 3.00 sq. metres.

**17. Lighting and Ventilation of Rooms.** — (a) Every habitable room shall have for the admission of light and air, one or more apertures, such as windows, fan-lights, etc., opening directly to external air or into balcony or verandah and of and aggregate area inclusive of frames of not less than 7/10th of the floor area excluding doors except in case of hospital wards, dormitories and schools when such apertures are to be not less than 1/6th of the floor area.

*Note:* No portion of a room shall be assumed to be lighted if it is more than 7.50 metres away from the external facade. However, this rule on 7.50 metres need not be made applicable in case of cultural and institutional buildings and buildings of commercial offices, banks etc. In such cases 1/6th of the floor area should be kept for the window openings inclusive of frames and exclusive of doors.

(b) Cross ventilation by means of windows or ventilator shall be effected in atleast one habitable room of a dwelling either by means of window or ventilator in opposite or adjacent walls.

(c) Every habitable room abutting on an interior open space shall have for light and ventilation a clear open air space of minimum 10.00 sq. metres in horizontal area with minimum dimensions of 3.00 metres. Further width shall be governed by the table given below: —

Where height of the building adjoining the open air space does not exceed:	Minimum width of open air space throughout:
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4.90 mts.	3.00 mts.
7.60 "	3.30 "
10.90 "	4.00 "
14.20 "	4.70 "
17.50 "	5.40 "
20.80 "	6.10 "
24.10 "	7.40 "
27.10 "	9.00 "
30.70 "	10.60 "
34.00 "	12.20 "

when nonhabitable room faces an internal courtyard/ /the interior open space, the minimum area of which shall be 6.50 sq. metres with the smallest of any side shall be of 2.50 mtrs. for a courtyard height upto 11.00 mtrs. and minimum dimension of any side shall be 3.00 mtrs. for a courtyard height above 11.00 mtrs. Such a courtyard shall have a service access at ground floor level.

**18. Bath Room and Water Closet.** — (1) Every bath room or water closet shall:

- (a) be so situated that atleast one of its walls shall be open to external air or open verandah/open balcony not more than 2.00 mtrs in width; or interior open air space;
- (b) (i) have floor area in case of bathroom inclusive of water closet of not less than 2.50 sq. mtrs. for which the smallest side shall not be less than 1.25 mtrs. (ii) in case of a bathroom exclusive of water closet the floor area shall not be less than 1.50 sq. mtrs. and the smallest side shall not be less than 0.90 mtrs. (iii) in case of separate water closet the floor area shall not be less than 1.1 mts<sup>2</sup> and the smallest side not less than 0.90 mtrs.
- (c) have a window or a ventilator open to external air, of a superficial area of not less than 0.80 sq. mtrs. for bathrooms, and the water closet if separate and shall have a window or a ventilator open to external air of a superficial area of not less than 0.50 sq. mtrs. bathroom inclusive of water closet shall have a window or ventilator open to external air of a superficial area of not less than 1.00 mts<sup>2</sup>;
- (d) have a ceiling height of not less than 2.20 mtrs.
- (e) in the case of cultural and educational institutions, cinema and hotels buildings, water closets and bathrooms may be allowed without any of their sides directly abutting to an external air provided they are placed within the room, one side of which shall open to external air with a total opening of atleast 1/10th of the floor area of the room and provided the ceiling height of such a room is not less than 2.50 mtrs. and the partition height of the water closets and bathrooms is not more than 2.20 metres from the floor level.

(2) Every bathroom or water closet shall:—

- (a) not be directly over or under any room other than another bathroom or water closet, washing place, terrace or bathroom unless it has water tight floor;
- (b) be closed by walls or partitions of bricks or stones or other similar materials. The surface of every such wall or partition shall be finished with a smooth impervious surface upto the height of 1 mtr. above the floor level or by glazed tiles or any other suitable materials to a height of one metre above the floor level of such room;
- (c) have an impermeable floor having a suitable drainage towards the building sewer.

(3) No room containing a water closet shall be used for any purpose other than a lavatory and no such room shall open directly into any kitchen or cooking space. Every room containing water closet shall have a door completely closing the entrance to the water closet;

*Note:* — (i) In the case of hotels, bathrooms and water closets may abut on to and obtain ventilation

from an internal passage having clear width of not less than 1.80 mtrs. provided that the bathrooms and water closets have exhaust ventilation through a duct whose smaller side shall not be less than 0.80 mtrs. and the other side not less than 1.50 mtrs. and provided such duct is ventilated at the top and bottom and the duct is accessible from the ground floor level.

(ii) R.C.C. slab or left over a bath and W. C. may be permitted above the height of 2.20 mtrs.

(4) Minimum number of bathrooms, water closets and urinals to be provided for various types of buildings shall be:—

- (i) For a dwelling unit, one bathroom and one W.C. either independent or combined;
- (ii) For shops, one W.C. and one urinal for every 6 shops or stalls or part thereof and one additional urinal for ladies.
- (iii) For godowns, service repair garages, workshops, petrol pumps with or without service station, one W.C. and one urinal for each building.
- (iv) For cinemas, theatres, public assembly halls; 1 W.C. for 100 seats or part thereof 2 urinals for 75 seats or part thereof at each sitting level. In each sanitary block at least 2 wash basins shall be provided. The above facilities shall be suitably apportioned between males and females.
- (5) For schools, colleges and other institutional buildings 1 W.C. for 100 students or part thereof and 2 urinals for 150 students or part thereof;
- (6) For markets, business buildings, office buildings, banks, restaurants, etc. 1 W.C. and 1 urinal for every 100.00 sq. mtrs. of floor area or part thereof.
- (7) For residential hotels, hostels, lodging houses, etc., 1 W. C. and 1 bathroom for every 50.00 sq. mtrs. of floor area or part thereof;
- (8) For hospitals, nursing homes, one W. C. and one bathroom for every 50 sq. mtrs. of floor area or part thereof;
- (9) For industrial premises, one W.C. for every 150.00 sq. mtrs. of floor area or part thereof;

**19. Kitchens.** — (i) A kitchen shall have a floor area of not not less than 6.00 sq. mtrs. and shall not be less than 2.00 mtrs. in width;

(ii) Every room to be used as a kitchen shall have;

- (a) a height of not less than 2.80 metres except for the portion to accommodate floor trap of the upper floor provided that in case of sloping roof, the height at any point shall not be less than 2.50 mtrs;
- (b) Window opening of atleast 1/10th of the floor area; and
- (c) an impermeable floor.

(iii) Every dwelling unit shall be provided with a minimum of one kitchen.

**20. Minimum accommodation to be provided.** — In case of dwelling units, the minimum accommodation to be provided shall be one living room, one



kitchen and one W. C., except in case of Economically Weaker Section Housing by Government/Semi-Government/Public/Local Authorities where requirements of W. C. may be relaxed and institutional toilets may be provided.

**21. Lofts, Mazzanines, Basements and Attics. —**

(a) Lofts may be allowed provided the total area of such lofts shall not be more than 20% of the floor area of the room in which such lofts are provided except in case of bathrooms and water closets where lofts may be permitted over the whole of bathrooms/Water closets. The clear height at which loft may be allowed to be constructed shall be 2.20 mtrs. from the floor level of the room in which it is contained.

(b) **Mazzanine Floor.** — Mazzanine floor may be permitted in a room or a hall provided that;

- (i) it is so constructed that the minimum requirements of ventilation for the room as per these Bye-laws are maintained;
- (ii) such mazzanine is not enclosed but is kept open with only a parapet or railing of not more than 1.00 mtrs. in height on the sides overlooking the main room;
- (iii) such mazzanine floor is not divided into smaller compartments unless adequate light and ventilation is provided as prescribed in case of habitable rooms;
- (iv) such mazzanine floor or any part of it shall not be used as a kitchen;
- (v) In no such case a mazzanine floor shall be closed so as to make it unlivable and un-ventilated compartment; and
- (vi) The Mazzanine floor should not have an area more than  $\frac{1}{3}$  of the entire floor area;

(c) **Basement floor/cellar floor:** — Basement/cellar shall be permitted on following conditions: —

- (i) Number of stairs should be so constructed that any point in cellar shall not be away from the stairs more than 20.00 metres;
- (ii) Clear width of the stair leading to the cellar shall not be less than 90.00 cms;
- (iii) No stair to be constructed under these Bye-laws shall consists of any wooden materials except a hand rail.
- (iv) In no case the cellar shall be permitted for residential domestic purposes to be used as habitable room such as bedrooms, living room kitchen, class room, etc.;
- (v) A cellar shall not be used for storage of inflammable materials;
- (vi) Adequate arrangements shall be made such that surface drainage does not enter the basement;
- (vii) Adequate light and ventilation shall be provided for the basement. The standard of ventilation shall be the same as required for the particular occupancy according to the Bye-laws;
- (viii) Roof separating the basement and the floor above shall be constructed of approved fire resistance materials; and

(ix) The walls and floor of the basement shall be water tight and shall be so designed that the hydraulic pressure of the sub-soil water level is fully off set. Necessary arrangements required to prevent moisture on walls shall be made.

(d) **Attic Floor.** — Attic floor may be allowed provided the total area of such floor does not exceed half of the area of the room in which it is contained and total floor area of the attic floor does not exceed half the total area of the topmost floor of the building.

- (1) Attic floor shall be used for the purpose of storage only and in no case it shall be permitted for habitable purpose;
- (2) Clear width of stair leading to the attic floor shall not be less than 90.00 cms. and
- (3) Adequate light and ventilation shall be provided for the attic floor.

**22. Height of Plinth.** — A minimum height of plinth shall be 30.00 cms. from the top surface of the means of access or pathway near the entrance of the building in case of residential buildings. In case of other buildings this may be relaxed by the Council, provided that the ground floor of a building may be permitted on pillars or stilts instead of an solid plinth subject to the condition that at no point the height of such a cellar floor shall be less than 2.50 mtrs. and further this space shall at all times be kept free from any enclosures except for a genuine staircase. The sanitary block, pump room, air conditioning plant room etc. may be allowed with minimum plinth of 30 cms. and that a motor garage for parking vehicles only without any plinth.

**23. Plot Abutting on two or more streets.** — If a plot abutts on two or more streets, the building on such plot shall be deemed to face upon the street that has the greater width and this shall be considered as front of the building for the purpose of access and other provisions prescribed in these Bye-laws. In case of plot abutting on 2 or more streets having the same width portion facing any one of the streets shall be deemed to the front of the building.

**24. Staircase, corridors and Passages.** — (1) Every staircase flight shall have a minimum width of 90 cms. clear of hand rails pardis, etc., for residential units. No step shall have a rise of more than 20 cms. The minimum depth of landing shall be the same as the width of the staircase flight, further the minimum width of the staircase flight clear of hand-rails etc. shall be governed by the following table in relation to areas served by such staircase. It is further clarified that clear space of 2.2 metres should be made available as head room within the staircase.

- (a) Residential units/buildings: minimum clear width of stair flight shall be 90.00 cms. upto the 1st floor and above that 100.00 cms further:

Clear width of staircase flight	No. of dwellings served by the staircase
---------------------------------	--

90 cms.	upto 4 dwellings
100 cms.	upto 8 dwellings
115 cms.	upto 12 dwellings
130 cms.	upto 16 dwellings
150 cms.	above 16 dwellings

- (b) Commercial buildings:— Minimum clear width of stair flight shall be 100 cms. further:

Clear width of staircase flight	Floor area served by the staircase
---------------------------------	------------------------------------

100 cms.	upto 300 sq. mtrs.
110 cms.	upto 600 sq. mtrs.
125 cms.	upto 900 sq. mtrs.
140 cms.	upto 1200 sq. mtrs.
160 cms.	upto 1200 sq. mtrs.

- (c) Public utility buildings and institutional buildings:— minimum clear width of stair flight shall be 150 cms. further:

Clear width of staircase flight	No. of person by the staircase
---------------------------------	--------------------------------

150 cms.	upto 600 persons.
180 cms.	upto 1000 persons.
200 cms.	above 1000 persons.

- (d) In case of subsidiary service or spiral staircase clear width shall not be less than 70 cms;
- No room other than those at ground floor level shall be more than 18.00 mtrs. away from a staircase;
  - No flight shall consist of more than 14 risers without landing;
  - No floor shall be allowed above the height of 11.80 mtrs. from the ground floor level without the provision of lift to serve such a floor;
  - Every building with 5 storeys or more in height shall provide as a fire-escape and independent external staircase directly accessible from every dwelling unit in case of residential buildings and every habitable room in case of other buildings. The construction of fire-escape shall be as prescribed for the fire-escape staircase in the National Building Code of India and of approved fire resistant materials;
  - No corridor or passage shall be less than 90 cms. clear width in any residential building less than 120 cms. clear width in a commercial building and less than 150 cms. clear width in public utility or institutional building;
  - The minimum head room of 2.2 mtrs. shall be available in any part of stair case, and
  - The light and ventilation for the staircase shall be provided from an external air by providing openings of not less

than 1/10th of the area of the staircase and such opening shall be provided at each landing stage.

**25. Water Supply and Sanitary Installation.**— The requirements of water supply and sanitary installation of the buildings shall conform to those specified under relevant I.S.I. code practice. In the case of buildings 3 storeys or more in height, provision shall be made for underground water reservoir of capacity equal to 3 times the daily requirement of the building calculated at the rate of 800 litres per dwelling unit per day in case of residential buildings and in case of other buildings, 300 litres per day for every 100 sq. mtrs. of built up area or part thereof. For commercial and other buildings, an additional overhead tank shall also be provided for flushing requirements of water closets and supply to wash basins, sinks, water taps in kitchen, bath etc. and is connected to as prescribed.

**26. Disposal of waste waters.**— Where the arrangements are not made by the Government/Council for the removal of waste water by the drainage by provision of public drain sewer, etc. it will be obligatory for every applicant for a new construction or any alteration, addition, etc. to submit the application accompanied by plans for properly designed septic tanks and soak pits or any other approved waste disposal system within the curtelage of the plot. Any soak pit/septic tank system or any other approved system shall be at least 15 mtrs. away from any existing drinking water well in the vicinity of the site.

**27. Disposal of Solid Wastes.**— It shall be obligatory to provide chutes in all buildings of 4 storeys or more in height and having more than 4 dwellings units of design and construction to be approved by the Council. Proper solid waste dumps shall be provided in all housing schemes having more than 4 dwelling units and in hotels, hostels and such every buildings having more than 1000 sq. mtrs. floor area within curtelage of the plot.

**28. Disposal of Industrial waste.**— It will be obligatory for every applicant for an industrial building to submit the application accompanied by plans for a properly designed system for the treatment and disposal of industrial waste and the approval for the same shall have to be obtained from the Council.

**29. Construction of wells.**— No. drinking water well shall be opened and/or constructed without prior consent of the Council and shall be more than 15 metres away from any soak pit/septic tank or any other waste disposal system. Similarly, no existing well shall be closed without obtaining prior approval of the Council for such a closure.

*Note:* No drinking water well shall be permitted to be closed until the Council is convinced of its non-utility.

**30. General requirements regarding Appearance and Maintenance of Building.**—

- Appearance and disfigurement.**— No building shall be erected which constitutes a disfigurement to or an interference with the aesthetics and visual harmony or other

amenities of the area. Appearance of all new buildings shall be subject to the approval of the Council.

- (2) *Water Towers.* — The design of the water tower should be approved by the Council.
- (3) *Maintenance.* — The Council is empowered to demand that owners undertake at their own expense any maintenance work that it deems necessary for the repairs of the buildings. Such work should be completed within the period as prescribed in the covering notice.
- (4) *Verandahs.* — The appearance of all verandahs and similar projections shall be subject to the approval of the Council which may demand that such existing structures be altered where deemed necessary at the owners expenses or from the funds maintained for such purposes by the Council, so as to conform harmoniously with surrounding area.
- (5) *Unfinished Buildings.* — No building shall be left with unfinished portions including projecting, reinforcing bars, which in the opinion of the Council are unsightly unless within the permission and prescribed conditions with respect to the structure and the period for which such permission remain valid.
- (6) *Masts.* — All wires, poles, masts, stays, struts, lightning conductors and similar fixtures on buildings shall be straight and safe and of good appearance to the satisfaction of the Council.
- (7) *Unsightly Materials.* — The use of any disfigured or damaged materials which in the opinion of the Council results in an unsightly appearance of a building shall not be allowed.
- (8) *Decoration.* — Monuments, decorative and monumental fountains, bridges and viaducts and any general decorative and ornamental features of public gardens and squares shall be built only after approval of the Council has been obtained in writing. In addition to drawings, Council may demand submission of photographs or perspectives of the composition, so that artistic value of the project will be more efficiently and effectively illustrated.
- (9) *Composition.* — Where several facades constitute architectural composition, painting, or such other treatment shall be only allowed where no aesthetic disfigurement can result to the composition as a whole.

**31. Compound Walls and Fences.** — (i) No Compound wall or fence and gate shall be erected without obtaining building permission as prescribed in these Bye-laws.

(ii) No barbed wire fence or cactus hedge shall be permitted along the boundaries.

(iii) A compound wall along the boundary of a plot abutting a street or streets shall be according to the design approved by the Council.

(iv) A sheet metal fence along the boundaries of a plot abutting a street or streets shall not be erected until the design thereof has been approved by the Council.

(v) Minimum height and other restrictions of compound wall or fence of any description shall be as follows:

- (a) minimum height of 1.50 metres above the crown thereto reconstruction of compound walls on the boundary of the plots can be permitted in absence of prescribed set back lines provided a minimum set back of 1.5 metres from the existing building on the adjoining plots is maintained and the right of way of the roads as prescribed in the zoning map and traditional access is not obstructed. The maximum height of such compound walls shall be 1.50 metres.

**33. Fire Safety Requirements.** — (1) Buildings shall be planned, designed and constructed to ensure adequate fire safety of the buildings, property and inhabitants and this shall be carried out in accordance with Part IV of Fire Protection of National Building Code of India except for clause 6.1.2. of Part IV Fire Protection of the National Building Code of India dealing with F. A. R. values and any other provisions of fire safety made in the Bye-laws. Fire fighting requirements arrangement and installations required in the building shall also conform to the provisions of Part IV Fire Protection of N. B. C. of India.

(2) For buildings more than 14.20 metres in height the clearance of Director of Fire Services may also be obtained regarding the fire protection provisions in buildings.

**34. Exit Requirements.** — (i) Every building meant for human occupancy shall be provided with exit sufficient to permit safe escape of occupant, in case of fire or other emergency.

(ii) In every building for multi-family dwelling and all places of assembly, exit shall comply with the minimum requirements of these bye-laws, except those not accessible for general public use.

(iii) (a) All exit shall be free of obstructions.

(b) No building shall be altered so as to reduce the No. and size of exits to less than that required.

(c) Exit shall be clearly visible and the routes to reach the exits shall be clearly marked and sign posted to guide the population living in that floor.

(d) Where necessary, adequate and reliable illumination shall be provided for exit.

(e) Fire fighting equipment shall be suitably located and clearly marked.

(f) Alarm devices shall be installed to ensure prompt evacuation of the population concerned.

(g) All exits shall provide continuous means of egress to the exterior of building or to an exterior open space leading to a street.

- (h) Exit shall be so arranged that they may be reached without passing through another occupied unit.

34.1 Arrangement of exits. — Exits shall be so located that the travel distance of the floor shall not exceed the values given in Table 11.

34.2 Capacity of exit. —

- (i) The unit of exit width used to measure capacity of any exit shall be 50 cm. A clear width of 25 cm. shall be counted as an additional half unit. Clear width less than 25 cm. shall not be counted for exit width; and
- (ii) The occupants per unit exits width shall be as given in Table 12.

34.3 Occupant load. — The occupant load of buildings shall be worked out as given in Table 13.

34.4 Number of exits. —

- (i) The location, width and number of exits shall be in accordance with the travel distance, capacity for exits and the population of building based on occupant load.
- (ii) There shall not be less than 2 exits serving every floor for buildings above 15 mts. in height and at least one of them shall be internal enclosed stairways.

TABLE 11

Travel distance for occupants

Sr. No.	Group of Occupancy	Travel distance in mts.
1.	Residential	22.5
2.	Educational	22.5
3.	Institutional	22.5
4.	Assembly	30.0
5.	Business	45.0
6.	Commercial	30.0
7.	Industrial	35.0
8.	Storage	30.0
9.	Hazardous	22.5

TABLE 12

Occupants per unit		No. of Occupants	
Exit width			
Sr. No.	Group of Occupancy	Stairways	Doors
1.	Residential	25	75
2.	Educational	25	75
3.	Institutional	25	75
4.	Assembly	60	90
5.	Business	50	75
6.	Commercial	50	75
7.	Industrial	50	75
8.	Storage	50	75
9.	Hazardous	25	40

TABLE 13

Sr. No.	Occupant load	
	Group of Occupancy	Occupant load gross area in sq. mt./person
1.	Residential	12.5
2.	Educational	4
3.	Institutional	15+
4.	Assembly	
	a) With fixed or loose seats and dance floors.	0.6+
	b) Without seating facilities including dining rooms.	1.5++
5.	Commercial	
	a) Street floor and sales basement	3
	b) Upper sale floors	6
6.	Business and Industrial	10
7.	Storage	30
8.	Hazardous	10

\* The gross area shall mean plinth area or covered area.

\* Occupant land in dormitory portions or homes for the aged, orphanages, insane asylums, etc. where sleeping accommodation is provided shall be calculated at not less than 7.3 sq. m. gross area/person.

\*\* The gross area shall include, in addition to the main assembly room or space any occupied connecting room or space in the same storey or in the storeys above or below where entrance is common to such room and spaces and they are available for use by the occupants of the assembly place. No deduction shall be made in the gross area for corridors, closets or other sub-divisions. The areas shall include all space serving the particular assembly occupancy.

35. Other requirement exits. — (i) Doorways — (a) Every exit doorway shall open into an enclosed stairway, a horizontal exit or a corridor or passage way providing continuous and protected means of egress.

(b) No exit doorway shall be less than 75 cm. in width in case of residential buildings and 100 cm. in the case of other buildings. Doorway shall be not less than 200 cm. in height.

(c) Exit doorways shall open outwards, i. e. away from the room but shall not obstruct the travel along any exit. No door, when open, shall reduce the required width of stairway or landing to less than 90 cm. overhead on sliding doors shall not be installed.

(d) Exit doors shall not open immediately upon a flight of stairs; a landing equal to atleast the width of the door shall be provided in the stairway at each doorway; level of landing shall be same as that of the floor which it serves.

(e) Exit door way shall open from the side which they serve without using the key.

(ii) Revolving doors. —

(a) Revolving doors shall not be used as required exits except in residential business and commercial occupancies, but



shall not constitute more than  $\frac{1}{2}$  the total required door width.

- (b) When revolving doors are considered as required exitway the following assumptions shall be made:

1. Each revolving door shall be credited one half a unit exit width.
2. Revolving doors shall not be located at the foot of a stairway. Any stairway served by a receiving door shall discharge through a lobby or foyer.

(iii) *Staircase.*—

- (a) Interior stairs shall be constructed of non-combustible materials throughout.
  - (b) Interior staircase shall be constructed as a self-contained unit with atleast one side adjacent to an external wall. The staircase shall be completely enclosed in the case of multi storeyed buildings above 7 mts. in height.
  - (c) A staircase shall not be arranged round a lift shaft unless the latter is entirely enclosed by a material of fire resistance rating.
  - (d) Hence combustile construction shall not be permitted.
  - (e) The min. width of an internal staircase shall be 75cm. in the case of residential, 100 cm. in the case of commercial (mercantile) buildings, and 125 cm. in the case of public and semi-public buildings.
  - (f) The min. width of treads without nosing shall be 25 cm. for an internal staircase of a residential building. In the case of other buildings the min. tread shall be 30 cm. The tread shall be constructed and maintained in a manner to prevent slipping.
  - (g) The max. height of this area shall be 19 cm. in the case of residential buildings and 15 cm. in the case of other buildings. They shall be limited to 12 per flight.
  - (h) Handrails shall be provided with min. height of 75 cm. in the case of residential buildings and 100 cm. in the case of other buildings and shall be firmly supported.
  - (i) No windings should be provided in a public building except in the case of emergency exits.
- (iv) *Fire escapes or external stairs*—
- (a) Fire escapes shall not be taken into account in calculating the evacuation time of building.
  - (b) All fire escape shall be directly connected to the ground.
  - (c) Entrance to fire escape shall be separate and remote from the internal staircase.
  - (d) The route to fire escape shall be free of obstruction at all times, except a doorway leading to the fire escape which shall have the required fire resistance.
  - (e) Fire escape shall be constructed of non-combustible materials.

- (f) Fire escape stairs shall have straight flight not less than 75 wide width 20 cm. tread and rises not more than 19 cm. The No. of risers shall be limited to 16 per flight.

- (g) Handrails shall be of a height not less than 100 cm.

(v) *Spiral stairs (fire escape)*—

The use of spiral staircase shall be limited to low occupant load and to a building of height 9 m. unless they are connected to platforms such as balconies and terraces to provide for a pause during escape. A spiral fire escape shall be not less than 150 cm. in diameter and shall be designed to give adequate headroom.

(vi) *Ramps*—

Ramps with a slope of not more than 1:10 may be substituted and shall comply with all the applicable requirements of a required stairways as to enclosures, capacity and limiting demensions. Larger slopes shall be provided for special use but in no case greater than 1 in 8. For all slopes exceeding 1:10 and wherever the use is such as to involve danger of slipping, the ramp shall be surfaced with approved non-slipping materials.

**36. Zoning and Use Provisions.**— For the purpose of zoning and use provisions the Chief Officers of the Municipal Councils not covered under the jurisdiction of the Planning and Development Authorities shall obtain a N.O.C. from the Town and Country Planning Department, Panaji Goa and those areas covered by the Jurisdiction of the P.D.A. shall obtain N.O.C. from the said Authority.

By order and in the name of the Governor of Goa.

D. V. Sathe, Under Secretary to the Government of Goa. (UD)

Panaji, 27th January, 1988.

MUNICIPAL COUNCIL

SCHEDULE I

(See Bye-Law 5-b)

Form of notice of intention to erect a building or execute any work.

From

To,

The Chief Officer,  
Municipal Council,

Sir,

I/We hereby give notice that I/We intend to erect/re-erect/add to/alter/execute the following works situated at ... in Ward No. ... according to plans submitted herewith.

Description of construction, specifications, General and detailed

I/We attach the drawings and other documents approved by Planning and Development Authority (a) site plan in triplicate showing the position of the plot proposed to be built upon and showing water supply and sewerage disposal lines;

(b) 3 copies of plans, elevations, sections and other details of the proposed construction with or without projections, as required by Municipal Council (Buildings) Bye-Laws, and Regulations, 1984.

I/We hereby declare that I/We am/are the owner/owners or authorised agents of the property to be built upon. I/We hereby enclose the ownership document of the property.

The plans have been prepared by: Name of licenced architect/engineer...

Licence No. ...

Address ...

Yours faithfully,

Signature of owner/owners or  
authorised agent/agents.

S/o  
W/o  
D/o

Dated:

Full postal address:

#### MUNICIPAL COUNCIL

##### SCHEDULE II

(See Bye Laws)

Building Permit No. ...

Tax for ...

Tax for ...

Tax for ...

Tax for ...

Tax for ...

Emoluments

Total

...  
...

has paid the aforesaid amount of rupees ... as per bye-laws in force, for ...

The permit holder shall observe the following conditions besides these set in (buildings) bye-laws (1984).

1. The construction should be at least 2,0 m away from any overhead electrical line passing adjacent to the building.

2. When the electrical line passes above the building under construction the vertical clearance above the lightest part of the building immediately under such line shall be 5.0 minimum.

3. No materials of construction or earth from excavation or any other material can be dumped on the footpath or carriage way of the road

without prior permission of the Municipality subject to cancellation of licence issued.

4. Time limit for completion of the work is ... months, from today.

The Cashier.

The Chief Officer.

#### MUNICIPAL COUNCIL

##### SCHEDULE III

(See Bye-Laws)

Form of Refusal of Sanction

To,

No.

Dated:

Dear Sir,

With reference to your application No. ... Dated ... for the grant of sanction for the erection of a building/execution situated at ... in ward No. ... I have to inform you that the sanction has been refused on the following.

- 1 ...
- 2 ...
- 3
- 4 ...
- 5 ...
- 6 ...

Yours faithfully,

Chief Officer, Municipal Council.

#### MUNICIPAL COUNCIL

##### SCHEDULE V

(See Bye-Laws)

Form of notice of commencement of the erection of building or the execution of the work.

From:

To,

Chief Officer,  
Municipal Council,

Sir,

I/We hereby give you notice that I/We intend to commence the erection/re-erection of the building or the execution of work situated at ... in Ward No. ... Dated ... in accordance with the plans, elevations, sections, sanctioned vide No. ... dated ...

I/We request you, therefore, to give necessary alignment.

Yours faithfully,

Signature of owner/owners or  
authorised agent/agents

S/O

W/O

D/O

Full postal address ...

Dated:

MUNICIPAL COUNCIL

SCHEDULE (VI)

(See Bye-Laws)

Form of Notice of Completion

To

Chief Officer,  
Municipal Council,

Dear Sir,

I/We hereby give notice as required by sub-section (1) of section 188 of the Goa, Daman and Diu Municipalities Act, 1968 that I/We have completed the construction of the work situated at ... in ward No. ... in pursuance of the sanction granted by the Chief Officer vide his letter No. ... dated ...

Permission to occupy or use the building as required under Sub-section (2) of Section 188 of the act may be granted.

Yours faithfully,

Signature of owner

Name of owner

Full address

Dated:

MUNICIPAL COUNCIL

SCHEDULE VII

Form of Occupancy Certificate

I hereby certify that building situated at ... in Ward No. ... has been inspected by me and I declare that the building conforms in all respects of structural safety, fire safety, hygienic and sanitary conditions inside and in the surroundings and is fit for occupation.

Signature ...

Chief Officer

Municipal Council

Dated ...

( )

President

Municipal Council

MUNICIPAL COUNCIL

SCHEDULE VIII

(See Bye-Laws)

Form for Registration of Architect/Engineer

1) Name: Date:

2) Permanent Address:

3) Postal Address:  
(Telephone No. if any)

4) Qualifications:

5) Registration No.:

(With Council of Architecture)

Signature ...

Name ...

6) Remarks:

\* Note: — Attach photostat copy of the Registration with the Council.

Transport Department

Notification

4/39/84-HD(G)

In exercise of the powers conferred by sub-section (3) of section 112A of the Motor Vehicles Act, 1939 (Central Act 4 of 1939), the Government of Goa hereby amends the Government Notification No. 4/39/84-HD(G) dated 13th March, 1985 (hereinafter called the 'said Notification'), as follows: —

In the said Notification, for the words "the Divisional Traffic Superintendent and the Traffic Inspectors", the words "the Divisional Traffic Superintendent, the Traffic Inspectors and the Assistant Traffic Inspectors" shall be substituted.

By order and in the name of the Governor of Goa.

P. S. Nadkarni, Under Secretary to the Govt. of Goa, Transport Department.

Panaji, 24th March, 1988.

## Law (Legal and Legislative Affairs) Department

## Notification

10-3-88/LA

The following Notification received from the Government of India, Ministry of Home Affairs, New Delhi, is hereby republished for general information of the public.

P. V. Kadnekar, Under Secretary (Drafting).

Panaji, 23rd March, 1988.

## GOVERNMENT OF INDIA

BHARAT SARKAR

## MINISTRY OF HOME AFFAIRS

New Delhi, the 7-3-88

## Notification.

S.O. In exercise of the powers conferred by clause (2) of article 77 of the Constitution, the President

hereby makes the following rules further to amend the Authentication (Orders and other Instruments) Rules, 1958, namely:—

1. (1) These rules may be called the Authentication (Orders and other Instruments) Second Amendment Rules, 1988.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Authentication (Orders and other Instruments) Rules, 1958, in the Schedule, under the heading "MINISTRY OF DEFENCE", for entry 10, the following entry shall be substituted, namely:—

"10. Directorate General of Defence Estates.

Director General / Additional Director General / Assistant Director General."

Sd/-

(A. K. VARMA)

Joint Secy. to the Government of India.

(F. No. 23/2/87-Public.)